

8th Meeting of Fort River School Building Committee

6:15-8:40 PM, Monday, April 23, 2018

Fort River Elementary School Library

70 South East Street, Amherst, MA 01002

NOTE: This meeting is recorded by Amherst Media and made available to the public via amherstmedia.org.

AGENDA

1. Call to Order.
2. Approve Minutes of Previous Meeting.
3. Public Comments.
4. Review RFQ for Designers – Vote.
5. Review Current Invoices
 - Invoice for recording meeting minutes – Vote.
6. Public Engagement.
7. Air Quality Testing Progress Report.
8. Committee Membership.
9. Future Meeting Dates and Location.
10. Adjourn.

IN ATTENDANCE (* voting member)

Jonathan Salvon, Interim Chair*	Eric Nakajima, Interim Vice-Chair*	
Irene Dujovne*	Allison Page*	Kristine Royal*
Maria Kopicki*	Jim McPherson*	Ben Herrington
Anthony Delaney, Town of Amherst		Heather Sheldon*

MINUTES

1. Call to Order.

Mr. Salvon calls the meeting 8 to order, announcing the date. He passes out the agenda (**Document 1**).

2. Approve Minutes from Previous Meeting.

There were a few questions to address before approving minutes from meeting 7. Question about money (inaudible in recording): \$2000 probably for town council; in Section 6: Bangs Community Center (not banks). **Motion to approve minutes from meeting 7; seconded; passes unanimously. Motion to approve minutes from meeting 6; seconded; passes unanimously.**

3. Public Comments.

No public comments.

4. Review RFQ for Designers – Vote.

The committee goes through the draft (**Document 2**) page by page. The walk-through is scheduled **May 9** (with no other meetings between now and then). The draft must be approved tonight in order to publish in time. A submission deadline of Wednesday, **May 30, 2pm** was chosen. If the call for submissions is published next Wednesday to the central register, it will give people one month to respond. Concern of short turnaround given walk-through date. The committee weighs whether walk-through should be mandatory. **Part I.** Editing notes are made around certain jargon in the draft, such as: word order and punctuation of “renovation, addition, and demolition” – ie, where to put commas, whether to use backslashes (one suggestion is to abbreviate with “reno/add/demo”); “should” versus “shall”, since “shall” is very strong contractual language, and could get the committee stuck; explicitly referring to “net zero” versus “a commitment to green construction energy efficiency”. **Net zero** was discussed more in-depth: how much of a commitment should be made to making an analysis to net zero? Even if unrealistic, it may be important to do an evaluation of the possibility. The committee decided to include the phrase “Designer shall present net energy analysis on all options.” Suggestion of saying “final report will include the reconciled cost estimate.” Regarding progress milestones, the more contractual schedule is perhaps not compatible with open-ended public engagement project. There is a suggestion of **3 milestones** to set for interfacing with the public: public presentation after 1) preliminary action development; 2) refining options with cost estimates; 3) finalizing options. **Part II.** The committee discusses guidelines for submission – physical copies to be mailed and virtual copies submitted via flash drive. Applicants will use the state-mandated, standard designer application. **Part III.** MWBE (Minority and Women-owned Business Enterprise) language is not mandatory since not receiving state funding, but there is a desire to keep it. Selection process: reviewed by selection board comprised of – entire committee? Subcommittee? **The committee opts to put “defining the selection board” on the next agenda.** Evaluation Criteria: Defining scope better. Give vendors more room to either excel or betray their weaknesses. The criteria is unweighted, and not specific by design, since each evaluator will have their own way of weighing things. Only two documents: **Required standard design application** and **standard contract**. To be advertized in the Daily Register and the Hampshire Gazette on May 2, as well as on various bulletin boards around town. **Motion to approve qualifications and proposed documents for RFQ with additional edits; seconded; passes unanimously.**

5. Review Current Invoices.

Motion to accept invoice for previous minutes; seconded; passes.

6. Public Engagement.

The committee discussed engagement through the website. The public should have the opportunity to comment on the committee’s work. Consideration: could all committee members have editing access to site? (This may be unlikely.) There is a suggestion for adding **website feedback as a standing meeting agenda item.** **Committee membership and roles** need to be updated. The roofing study needs to be added. First minutes did not have attachments; difficult to amend once already up on website. **Documents should be attached** to meeting minutes henceforward; option of amending previous minutes will be explored. Providing **translations** for committee literature (binder): the possibility of 5

languages was mentioned, although the town does not have a policy on this. The top 3 languages are Spanish, Chinese, Korean. (Maybe 3 is enough.) Mission statement and March 18 press release should be translated and prominently positioned in binder. **Email address:** no responses to comments will be made in order not to violate open meeting law; suggestion to change the automated response to: "responses will be made from chair or chair's designee." **Email listserv:** there are currently 13 subscribers to the committee's listserv (including 2 committee members). The committee agrees that the listserv is best designed for alerts, and email communication should be concise. Emails should be sent to announce meetings and public forums and to send press releases. The website should be taglined in email communications. **Moving locations:** a town room would be best venue for events. **PGO (Parent/Guardian Organization) timing:** one weekday evening and one weekday day for each milestone. Each **press release** should be in the form of both press release and letter to the editor. Upon publication of RFQ, another press release should be published (drafted and approved by committee). There should be 7 press releases over the course of a 2-year project, with content approved ahead of time.

7. Air Quality Testing Progress Report.

The testing took place; no results until **early June**.

8. Adjourn.

The committee runs out of time and has to adjourn before covering all agenda items.

DOCUMENTS

1. Agenda

Fort River School Building Committee

Meeting 8

Monday, April 23, 2018

6:15-8:15pm

Meeting being taped for broadcast on Amherst Media

LOCATION: Fort River Library

Agenda

Call to Order

Approve minutes of previous meeting

Public Comment

Review RFQ for designers – Vote

Review current invoices:

- Invoice for recording meeting minutes - Vote

Public Engagement

Air Quality Testing progress report

Committee membership

Future Meeting Dates and Location

Adjourn

Date: 04/23/2018

Town of Amherst



Request for Qualifications [RFQ]

- - -

The Town of Amherst
Town Accountant's Office
Town Hall
4 Boltwood Avenue
Amherst, Massachusetts 01002

- - -

Applications must be submitted enclosed in outer and inner envelopes, both of which shall be sealed and clearly labeled with the words:

**PROPOSAL DOCUMENTS FOR RFQ #ARPS 18-119:
FORT RIVER ELEMENTARY SCHOOL FEASIBILITY STUDY**

Bids shall be submitted no later than **2:00PM on Wednesday, May 30, 2018**
and can be mailed or delivered to:

Town Accountant's Office
Town Hall
4 Boltwood Avenue
Amherst, Ma 01002

Questions shall be directed to Anthony P. Delaney, delaney@amherstma.gov

PART I.

Purchase Description

The Town of Amherst, as Awarding Authority, invites SEALED PROPOSALS for the procurement set forth below:

A qualified designer/architectural firm, within the meaning of Massachusetts General Law chapter 7C, to provide professional design services which will include options in a feasibility study to address improvements to the Fort River School site.

The estimated construction budget for a potential project may range from blank to blank depending on the solution selected by the Town. The fee for designer services will be a lump sum fee that will be negotiated, not to exceed one hundred fifty thousand dollars (\$150,000).

Background Information

Fort River Elementary School is located at 70 South East Street in Amherst, MA and is one of three elementary schools in the Town of Amherst. The building was built in 1973 with an “open-classroom” style layout. Some changes to the building have been made since the initial construction, but the open-classroom nature of the layout remains. The building area is approximately eighty-two thousand square feet (82,000 ft²) and the site is approximately eleven and one half (11.5) acres and abuts the Fort River. The school currently serves about three hundred fifty (350) students in Kindergarten through grade six.

In May of 2017 Town Meeting authorized the creation of the Fort River School Building Committee (“Committee”) to perform a feasibility study:

“...site and building feasibility and schematic design options for Fort River School including: site, structural, and environmental analysis; implementation of a community engagement process; development of an education program; initial schematic drawings of selected preferred options; and initial schematic designs and independent cost estimates of those designs...”

Although the submission of a Statement of Interest to the Massachusetts School Building Authority (MSBA) is anticipated, this Committee’s work is not part of a current MSBA project. All options explored as part of the study process must accommodate pre-kindergarten through grade six.

The Town and Committee are interested in understanding a range of options for improving and updating the Fort River Elementary School, particularly the problems associated with open classroom design. Design work should explore renovation, addition, and demolition (not limited to the current footprint of the building) as well as new construction. Designs should also be cognizant of the Town’s other capital project needs and provide options that span a range of budgets, including fiscally conservative choices.

Historical energy costs for the building are available as Attachment C.

Recently, the roof underwent a thorough evaluation with both short and long term recommendations, available as Attachment D.

An environmental study on air quality is currently being performed in the building; the results will be provided to the successful bidder.

Project Objectives

The feasibility study shall include full site, structural, geotechnical and environmental analysis of the Fort River Elementary School building and site to house a pre-kindergarten through sixth grade elementary school.

The design shall address challenges identified at the Fort River site, including:

- Education
 - Outdated open-environment classroom design
 - No auditorium space
 - Music room, computer labs and special education rooms in suboptimal, converted spaces
- Health
 - Air quality and ventilation concerns
 - Uneven air exchange and temperature
 - ADA non-compliance and lack of hot water in bathrooms
 - Insufficient day lighting and poor acoustics
- Safety
 - Trip and fall hazards
 - Suboptimal pedestrian and vehicular traffic flow
 - Blocked egress due to snow and freezing doors
- Emergency systems
 - ADA and code non-compliant fire alarm system
 - Outdated/malfunctioning Public Announcement and timekeeping systems
- Security
 - Entry points difficult to secure
 - Obsolete alarm system
- Structure
 - Cracks in block walls
 - Poor thermal envelope
 - Leaking roof
- Infrastructure
 - Inadequate electrical system
 - Deteriorating plumbing
 - Limited HVAC systems
 - Retrofitted and obsolete Information Technology systems
 - Inadequate backup generator

The feasibility study shall:

1. Present at least three (3) viable options for the project, and present drafts of options and revise each to reflect comments made by the Building Committee and the community. Designer shall present revised drafts of options and revise the selected option to reflect comments made. **At least one option shall include renovation, addition, and demolition.**
 - a. In consultation with the Town and the community and using an iterative process, provide analyses of the options to determine appropriate funding.
 - b. In addition to the options for the overall project approach, present options for significant project components, equipment, systems and materials.
 - c. Consider constructability issues continuously throughout the design effort and make recommendations concerning the impact of the contractor's work on school operations.
 - d. Present analyses of project execution and the potential construction contract options to determine the desirable option(s) for sequencing the work in phases that fit the capabilities of the available bidders, opine if the project lends itself to chapter 149 CM at Risk process and how that would impact overall cost, the potential need to defer construction of portions of the project due to funding restrictions, the availability of work areas and other factors requested by the Town and community.
 - e. To assist the Town in reaching a consensus on decisions required to complete the Concept Phase, develop a brief written summary of each issue using an iterative process to incorporate Town input. Use the format preferred by the Town and list factors, benefits, detriments and impacts applicable to the issue.
2. Include the following elements:
 - a. Concept-level site plan alternatives that address all fundamental site considerations (orientation, access and egress, drop-off, pick-up and parking, service, outdoor education and play spaces, grading, accessibility, etc.)
 - b. Building massing and organization at a diagrammatic level of development that addresses all fundamental site considerations
 - c. Simplified school building program of appropriately sized elements (rooms, etc.)
 - d. High level regulatory analysis including zoning, building, site accessibility, historic, conservation, Article 97M eminent domain, etc.
 - e. High level site constraints analysis including easements, underground utilities, geotechnical, environmental, etc.
 - f. Traffic and parking analysis.
 - g. **Hazardous materials?**

The final evaluation of alternatives will be presented to the Committee as a final report and will undergo reconciliation with a third party estimator.

All options will consider net zero energy designs.

All options should reflect the Town's commitment to green construction and energy efficiency.

Scope of Services

The required scope of services is set forth in the Town's Standard Design Contract ("Contract"), a copy of which is attached hereto and incorporated herein by reference as Attachment B. If the Town decides to project beyond the feasibility study phase, the Contract may be amended accordingly.

Unless specifically excluded, the Designer's Basic Services consist of the tasks described in the Contract for Designer Services as amended and this RFQ including all investigative work (to the extent provided for in the Feasibility Study Contract) and the feasibility study. This RFQ will be appended to and become part of the Contract for Designer Services. Any Designer selected as a result of this RFQ will be required to execute the Contract for Designer Services and applicable amendment that are attached hereto.

Basic services include, but are not limited to, verification of existing record information including building dimensions, details and general existing conditions, cost estimating, architecture, civil, sanitary, mechanical, electrical, plumbing, fire protection, structural, site planning and landscape architecture, basic environmental consultation, graphics, lighting design, acoustics, information technology infrastructure, data and communication, educational consultants, any specialty consultants for sustainable design (LEED/MA-CHPS), library/media center, and kitchen space, code consultants, accessibility, energy evaluations; and other design and consulting services incidental and required to fulfill the project goals.

Extra and reimbursable expenses are defined in Articles 9 and 10 of the Contract.

The Town of Amherst reserves the right to continue services with the selected architect for design and construction services, or selecting a new architect for continuation of the project into schematic design, construction documentation and construction.

Local Bylaws

Applicants should be aware of two local bylaws that have been passed at recent Town Meetings. These bylaws have not yet been certified by the Attorney General, but are expected to be before completion of this project.

[Article 28 of the 2017 Annual Town Meeting](#) requires the allocation of one-half percent (0.5%) of the capital costs of any town construction, renovation or capital improvement project over \$100,000 for the creation and maintenance of public art.

[Article 15 of the Fall 2017 Special Town Meeting](#) requires that all Town buildings and building additions over \$1,000,000 be designed and constructed to meet net zero energy requirements.

[Article 29 of the 2018 Annual Town Meeting](#) seeks to make amendments to the previous zero net energy bylaw.

Project Phase & Work Plan

Work under this RFQ is divided into project phases as listed in Article 6 of the Contract as amended and as may be augmented in this RFQ. Each project phase will consist of one or more required submissions, and may include site visits, meetings with the Town and others, and other tasks as described.

The estimated total duration of the Contract for Designer Services from Feasibility Study through the approval of final evaluation, inclusive of review and approval time, is estimated to be 23 weeks as follows:

Preliminary Option Development	5 weeks
Develop Options as Directed	5 weeks
Refine Options with Cost Estimates	6 weeks
Finalize Options with Recommendations	7 weeks
Estimated Total Duration	23 weeks

Actual durations may vary depending upon the agreed upon solution and the extent of required document revisions. Such variances will not, in and of themselves, constitute a justification for an increased Fee for Basic Services, nor are they a substitute for the performance time requirements below.

The Designer performance times listed in the table below are requirements, not estimates. The Town will review each submission and, if acceptable, provide notice to the Designer to proceed to the next phase.

The Designer's adherence to the performance times listed below will be part of the Town's performance evaluation of the Designer's work, which will be conducted at the end of the Project.

- Attend a kick-off meeting within two (2) weeks of execution of a contract with the Town.
- Preliminary program within four (4) weeks of execution of a contract with the Town.
- Development of alternatives within six (6) weeks of execution of a contract with the Town.
- Preliminary evaluation of alternatives within four (4) weeks of approval of alternatives.
- Final evaluation of alternatives within four (4) weeks of approval of preliminary evaluation.
- Identify preferred solutions within two (2) weeks approval of final evaluation.
- Final report within two (2) weeks of approval of preferred solution.

Pre-submission Conference

A mandatory pre-bid conference and site walkthrough will be held at the Fort River Elementary School, 70 South East St., Amherst, MA on Wednesday, May 9, 2018 from 11AM to 1PM.

PART II.

Proposal Submission Terms and Requirements

1. Proposals must be received before the date and time ("the proposal deadline") and at the place, as follows:

DATE: **Wednesday, May 30, 2018**

TIME: 2:00 p.m.

PLACE: Town Accountant's Office in the Town Hall

2. Wherever applicable, the conditions of Employment and Prevailing State Wage Rate, as set forth by the Massachusetts Department of Labor and Industries, as contained in specifications, shall prevail in the execution of work under this contract.
3. The Town of Amherst reserves the right to reject any and all proposals in whole or in part, and to waive minor informalities, when at its sole discretion is deemed to be in the best interests of the Town and to the extent permitted by law.
4. Proposals that meet all quality requirements shall be evaluated based on responsiveness to the criteria, terms and conditions contained in this RFQ and its attachments. Failures to follow the instructions, meet the criteria, or agree to the terms and conditions contained in this RFQ may be cause for rejection of the proposal as nonresponsive.
5. All proposals shall be submitted to the Town, as and where set forth above, on or before the proposal deadline. Proposals and unsolicited amendments to proposals received by the Town after the proposal deadline will not be considered, and requests for extensions of time will not be granted. Proposers who mail proposals should allow sufficient time for receipt by the Town by the proposal deadline. Proposal received after the proposal deadline will be returned to the proposer unopened.
6. All proposals shall be signed in ink by the proposer. If the proposer is a corporation, the authority of the individual signing shall be endorsed upon, or attached to, the proposal and certified by the clerk of the corporation.
7. All proposals submitted shall be binding upon the proposer for a minimum period of thirty (30) calendar days following the opening of proposals.
8. Proposals submitted to the Town shall be securely kept and shall remain unopened until the proposal deadline and the opening of proposals.
9. Proposals once submitted may, upon request of the proposer prior to the proposal deadline, be withdrawn or amended. If amended, resubmission of the proposal shall comply with all requirements of this RFQ.

10. Negligence on the part of the proposer in preparing the proposal confers no right of withdrawal after the proposal deadline. The Town does not assume any responsibility for errors, omissions, or misinterpretations, which may have resulted in whole or in part from the use of incomplete proposal documents. Any proposer finding an ambiguity, inconsistency, or error shall promptly notify the Town.
11. If it becomes necessary to revise any part of this RFQ or if additional data are necessary to enable an exact interpretation of provisions, such addenda will be provided to all proposers who have requested this RFQ. No addenda will be issued within the immediate three (3) business day period prior to the proposal deadline.
12. Questions and inquiries will be accepted from any and all proposers and must be in writing. Questions will be answered in writing and both questions and answers will be distributed to all proposers who receive the RFQ provided, however, that all questions are received at least ten (10) days in advance of the proposal deadline.
13. By submitting a proposal in response to this RFQ, the proposer shall be deemed to have certified that no officer, agent, or employee of the Town has a direct or substantial financial interest in the procurement, that the proposal is submitted in good faith and exclusively on proposer's own behalf, without fraud, collusion or connection of any kind with any other proposer for the same work or with any undisclosed party.
14. All terms and provisions contained in the "LEGAL NOTICE" of this procurement (a copy of which is attached hereto) are incorporated by reference into this RFQ.
15. The proposal price(s) shall be written both in words and figures, and in the case of a discrepancy between the two the amount in words shall govern.
16. It is understood, agreed upon and made a part hereof, and shall be a part of the contract, that the contract entered into between the Town and the successful proposer shall not be assigned or assignable by way of sub-contract or otherwise, unless or until the Town shall have first assented thereto in writing.
17. The Town of Amherst reserves the right to modify any specifications and submission requirements associated with the proposal and the scope of the project.
18. All proposals must be submitted on the forms provided or on attachments approved in advance by the Town.
19. All information concerning materials, warranties, guarantees, complete plans, and complete specifications are due at the time of the proposal opening.
20. The Town reserves the right to postpone award of contract for one year if any unanticipated constraints arise in the evaluation of proposals.

21. All bids must include a signed copy of the following: non-collusion form, tax compliance certificate, certificate of authority and bid pricing sheet.

Additional Submission Instructions

Submission Logistics

All proposals must be submitted as one (1) bound copy, one (1) USB flash drive, and six (6) unbound copies, in a sealed package, with the submitter's name, project name and project number included on the outside of the package.

Submissions received late or submissions received at other than the designated location will be returned to the submitter unopened.

Applications must be accompanied by a concise cover letter that is a maximum of two pages in length. A copy of the cover letter should be attached to each copy of the application.

Contents of Written Proposals

Care should be taken by the proposing firms to present a succinct but informative proposal. The following is a list of minimum information to be included in the written proposals to be submitted:

1. Description of Firm: Name, address, phone number, fax number and email address. History and description of the firm, including number of personnel in each discipline and a description of in-house services.
2. Certificate of Legal Existence: Including name and addresses of persons controlling the legal entity.
3. Financial Stability: statement concerning the financial stability of the applicant, must include the most recent year-end balance sheet and income statement.
4. Organization: Proposed project organization, including resumes of key personnel proposed for this project, and an organization chart delineating internal relationships and external consultant responsibilities. Resumes shall indicate years of experience and length of employment.
5. Consultants: List any and all consultants, including their disciplines, which the firm plans to utilize on this project. A description of each consultant's firm must be supplied. Consultants are to be included as part of basic services.
6. Project Specific Thoughts and Ideas: Provide any materials that will demonstrate your design team's sensitivity, creativity, and insight into the issues related to the project.
7. Project Approach: A management plan and detailed task schedule outlining the firm's intended approach to this project and plan for working with the Town to ensure a successful project should be presented.
8. Massachusetts Project Experience: A list of all public projects in Massachusetts's for which the applicant has entered into contract for architectural services within the past 5 years.
9. Similar Project Experience: Description of similar experience. Include the following reference information at a minimum:
 - a. Name of Project

- b. Owner, Owner's Representative, telephone numbers
 - c. Dollar value of the project
 - d. Design schedule
 - e. Completion date
 - f. Principal-in-Charge and Project Architect
10. Current Workload:
- a. Name of projects
 - b. Owner's Representative and telephone number
 - c. Dollar value of the project
 - d. Design schedule
 - e. Completion date
 - f. Principal and Project Architect in charge
11. Standard Designer Application Form: In accordance with M.G.L.c.7 §38K(b) proposals from designers must include the form "Standard Designer Application Form for Municipalities and Public Agencies Not with DSB Jurisdiction."
12. Certificates: Submission of the following Certificates:
- a. Certificate of Tax Compliance
 - b. Certificate of Non-Collusion
 - c. Certificate of Corporate Authority
13. Insurance: Statement that the applicant and any consultants presently have, or can obtain, the insurance requirement listed under Minimum Qualifications.
14. Litigation: List any and all lawsuits you have been a party to in the last five years, and the position your firm has taken.
15. Town Standard Designer Contract: List any and all exceptions to the draft copy of the contract as included with this RFQ. Any exceptions not noted at the time of proposal submission will not be considered, and exceptions taken at a later date may be grounds for disqualification of the applicant.
16. Addenda: Applicants must acknowledge the receipt of any addenda issued by the Town of Amherst. Failure to acknowledge any addenda will result in disqualification of the applicant. It is the applicant's responsibility to ensure receipt of any addenda.

Applicants may supplement this proposal with graphic materials and photographs that best demonstrate design capabilities of the team proposed for this project subject to the page limitations as set forth in the Standard Designer Application Form.

Fee Proposals

No fee proposals should be submitted with the applicant's proposal. Once the top ranked finalists has been chosen, a fee will be negotiated. The finalist shall submit proposed fees for design services in the form of a "not to exceed" fixed lump sum as outlined in this RFQ. The finalist must be able to submit the fee proposal within three (3) working days of being notified by the Town.

The fee must be based on the contractual terms of the Contract for Designer Services included as Attachment B.

Also include hourly billing rates to be used if invoicing optional additional services. Rates for each of the job classifications listed below and any other appropriate classifications are to be provided. Secretarial services should be included within these hourly billing rates.

- Principal
- Project Architect
- Project Manager
- Draftsman

Billing rates for consultants shall be comparable to those listed above.

PART III.

Minimum Qualifications

To be eligible for selection, the Designer must meet the following minimum qualifications:

1. Be a qualified Designer within the meaning of M.G.L. Chapter 7C, Section 44, employing a Massachusetts registered architect responsible for and being in control of the services to be provided pursuant to the Contract.
2. The Massachusetts registered architect responsible for and in control of the services to be provided has successfully completed the Massachusetts Certified Public Purchasing Official Program seminar "Certification for School Project Designers and Owner's Project Managers" as administered by the Office of the Inspector General of the Commonwealth of Massachusetts, and must maintain certification by completing the "Recertification for School Project Designers and Owner's Project Managers" seminar every three years thereafter. Proof of re-certification or registration in the next recertification seminar for which space is available must be provided.
3. A thorough knowledge of the Massachusetts State Building Code, Massachusetts Architectural Access Board, the Americans With Disabilities Act, and all other local, state and federal codes that would apply to this project.
4. A thorough knowledge of all public bid laws, including to but not limited to M.G.L. Chapter 149, Section 44A-1/2.
5. Prior experience in design and construction of projects of similar size, cost and complexity.
6. Financial and operational ability to perform the design services on this project.
7. Experience relating to green building design and construction, including LEED zero energy building design.
8. Submission of a completed Certificate of Non-Collusion by the applicant.
9. Submission of a completed Certificate of Tax Compliance Certification by the applicant.
10. Submission of a completed Certificate of Corporate Authority by the applicant.
11. The selected entity shall be required to carry at their expense professional malpractice and/or errors and omissions insurance with limits of at least \$1,000,000 per claim and \$3,000,000 aggregate, with a deductible of no more than \$25,000 per claim. The selected entity shall also carry general liability and motor vehicle insurance policies listing the Town as additionally insured in the amount of \$1,000,000 per occurrence and \$3,000,000 aggregate for bodily injury and property damage liability.
12. The selected entity shall also agree to indemnify and hold harmless the Town, Town Officials, employees, boards, commission, agents and representatives against all claims, course of actions, suits, damages and liability of any kind which arise out of the negligence or willful misconduct of the selected entity.

Designer must agree to contract with minority and women-owned businesses as certified by the Supplier Diversity Office (SDO). The amount of participation that shall be reserved for such enterprises shall not be less than seventeen and nine tenths percent (17.9%) of the contract price for combined minority business enterprises (MBE) and women-owned business enterprises

(WBE). Applicants must include a reasonable representation of both MBE and WBE firms that meets or exceeds the combined goal. Proposed MBE/WBE participation plans that include solely MBE or solely WBE participation, or do not include a reasonable amount of participation by both MBE and WBE firms to meet the combined goal, will not be considered responsive. Applications from MBE and WBE firms as prime designers are encouraged. Where the prime Designer is an SDO certified MBE or WBE, the Designer must bring a reasonable amount of participation by a firm or firms that hold the certification which is not held by the prime Designer on the project.

The minority and women-owned business enterprises must be selected from those categories of work listed below under Evaluation Criteria or be assigned to tasks required under Basic Services as specifically set forth in the Contract for Designer Services as amended. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet their MBE/WBE goals. Consultants to the prime Designer can team within their disciplines in order to meet the MBE/WBE goals but must state this relationship on the organizational chart (Section 6 of the application form).

Selection Process

All qualifications shall be received and evaluated in conformance with the requirements of Massachusetts General Laws Chapter M.G.L. c. 7C, §§ 44-57 (formerly M.G.L. c. 7C, §§ 38A1/2-O), Public Building Projects Design Services as amended. Each proposal shall be reviewed by a selection board **comprised of**, who will evaluate the qualifications for completeness and verify that the Minimum Qualifications specified above have been met. Incomplete qualifications and/or failure to meet minimum criteria will disqualify the qualifications from further consideration.

Proposals will be evaluated upon the criteria for selection set forth and will then be ranked in order of qualification. **The finalists, which must number at least three (3),** will be further reviewed and evaluated, including reference checks, by the committee. This further review shall include interviews and may provide the opportunity to provide additional information to the committee.

The Town reserves the right to request further information from the finalists.

Evaluation Criteria

In evaluating proposals, the Committee will consider the members of the proposed design team. Identify those member(s) of the proposed design team who will be responsible for the following categories of work: (Firm's name, individual's name and professional registration or license number, as applicable, must be listed in the application for each category of work, as well as whether the firm is SDO certified as an MBE and/or WBE).

Architect
Environmental Consultant
Civil Engineering

Structural Engineering
Landscape Architecture
Acoustical Consultant
Sustainable/Green Design/Renewable Energy Consultant
Cost Estimating
Accessibility Consultant
Traffic Consultant
Code Consultant
Security Consultant

Applicants must address work to be performed by in-house staff or by sub-consultant(s).

Failure to address each category may result in the elimination of the applicant from consideration on this project.

The minority and women-owned business enterprises must be selected to perform services addressing the categories of work listed above or be assigned to tasks required under Basic Services as specifically set forth in the Contract for Designer Services as amended. Consultants other than those proposed for the categories of work listed above or required to perform Basic Services may not be used for purposes of meeting M/WBE requirements. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet their MBE/WBE goals. Consultants to the prime Designer can team within their disciplines in order to meet the MBE/WBE goals but must state this relationship on the organizational chart (Section 6 of the application form).

The following criteria, listed in random order, are likely to be considered in evaluating firms to be interviewed based upon written proposal submissions:

1. Experience of the applicant's firm and specific individuals assigned to this project will be evaluated. The experience shall demonstrate:
 - a. Successful experience with **similar scope** of public projects in the evaluation, planning, and design of school and **recreational** facilities.
 - b. Past performance on public projects and working knowledge of Massachusetts General Laws Chapter 149 and 149A relating to public construction projects.
 - c. Knowledge of contemporary education theories and practice
 - d. How such knowledge has been reflected in past designs, and
 - e. Knowledge of Massachusetts School Building Authority requirements
 - f. Adherence to budget
2. Professional qualifications, licenses, and accreditations of individual team members staffing the project including Project Manager and Project Designer and consultants.
 - a. The appropriateness of the project organization, the identity and qualifications of the individuals assigned, including sub-consultants, responsible for this project and the role of each individual in completion of the project.
3. Design excellence in past projects.
4. Green design experience: Experience of the firm in **green design projects**.
 - a. Net zero-energy projects
 - b. LEED gold

- c. MA-CHPS
 - d. 2030 Building Challenge
- 5. Completeness and overall quality of the proposal.
 - a. Experience with similar projects with emphasis on similar Public Bid school feasibility projects at an occupied building, where a high degree of coordination and planning is needed to avoid disruption and delays.
 - b. Identify and set forth qualifications of the in-house staff and outside consultants (if needed) who will work on the project. Include the individual who will serve as the contact person and have primary responsibility for the project. The technical team shall not include office support or clerical staff.
- 6. Quality of presentation
- 7. The applicant's demonstrated ability to prepare and support effective implementation plans, including the ability to accurately estimate costs and meet schedules.
- 8. Demonstrated ability of the firm to handle the schedule, size and scope of the work.
 - a. Current project workload
 - b. Size of overall staff
 - c. Clearly established capacity to begin the project immediately and ability to meet the design schedule.
- 9. Financial stability of firm
- 10. Reference checks
- 11. Familiarity with, and proximity to, the geographic location of this project.
- 12. Degree of interest shown in the project.
- 13. Additional criteria that the Town considers relevant to the project.

PART IV

Standard Forms

Bidders must submit: Attachment A – Designer Application Form (the Standard Designer Application Form for Municipalities and Public Agencies not within the DSB Jurisdiction), as well as the following three (3) forms:

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person, business, partnership, corporation, union committee, club or other organization, entity or group of individuals.

Signature of individual submitting bid or proposal

Name of Business

CERTIFICATE OF TAX COMPLIANCE

Pursuant to Massachusetts General Law chapter 62C, sec 49A, I hereby certify under penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security or Federal I.D. number

Signature: Individual or Corporate Officer

Date

PLEASE PRINT

Corporate Name: _____

Address: _____

City, State, Zip Code: _____

CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of the

_____ held on _____
(Name of Corporation) (Date)

At which all the Directors were present or waived notice, it was voted that,

_____ (Name) _____ (Officer)

of this company, be appointed and is hereby authorized to execute contracts and bonds in the name and behalf of said company, and affix its Corporate Seal thereto, and such execution of any contract or obligation in this company's name on its behalf by said officer, under seal of the company, shall be valid and binding upon this company.

A TRUE COPY,

ATTEST: _____
(Clerk)

Place of Business: _____

DATE OF THIS CONTRACT: _____

I hereby certify that I am the Clerk of the _____

that _____ is the duly elected _____

of said company, and the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

(Clerk) (Corporate Seal)

PART V

Attachments

Attachment A – Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction

Attachment B – Town of Amherst Standard Design Contract

Attachment C – Historical Energy Use

Attachment D - [current MSBA statement of interest]

[Roof documentation?]

PART VI

Insertion Order

TYPE OF AD: Legal

PUBLICATION(S) & PUBLICATION DATES:
DAILY HAMPSHIRE GAZETTE – 05/02/2018
CENTRAL REGISTER – 05/02/2018

PLEASE BILL:

Accounting
Town Hall
4 Boltwood Ave
Amherst, MA 01002

BODY OF AD: The Town of Amherst is inviting applications from designer/architectural firms to provide professional design services, including options in a feasibility study, to address improvements to the Fort River Elementary School building and site.

There is no program for this building project. A briefing session will be held from **11AM to 1PM** on Wednesday, May 9, 2018 at Fort River School, 70 South East St., Amherst.

Applicants must have a Massachusetts-registered architect and Massachusetts registration and licensing in all other applicable disciplines.

The contract for these services will be for a lump sum fee that is to be negotiated, not to exceed \$150,000.

Requests for qualifications may be obtained at www.amherstma.gov/bids or at the Town Accountant's Office, Town Hall, 4 Boltwood Ave, Amherst, MA 01002. Contact Anthony P. Delaney at delaney@amherstma.gov for further information.

Proposals shall be submitted no later than 2:00PM on **Wednesday, May 30, 2018**, to the Town Accountant's Office at the same address.

The Town of Amherst reserves the right to reject any and all bids in whole or in part, and to waive informalities, when at its sole discretion is deemed to be in the best interests of the Town and to the extent permitted by law.